

About Updating ChartFields on Partially Vouchered PO:

There are instances when a purchase order (PO) has been partially received and vouchered, i.e., invoiced, and due to fiscal changes in budgets or project coding, it is necessary to modify the accounting distribution, i.e., **ChartField** values, for the remaining, unvouchered PO. This job aid walks the Buyer through the steps necessary to update the PO accounting distribution for the unvouchered amounts or quantities.

If necessary, a user with the Voucher Processor role can change the **ChartField** distribution on the PO voucher.

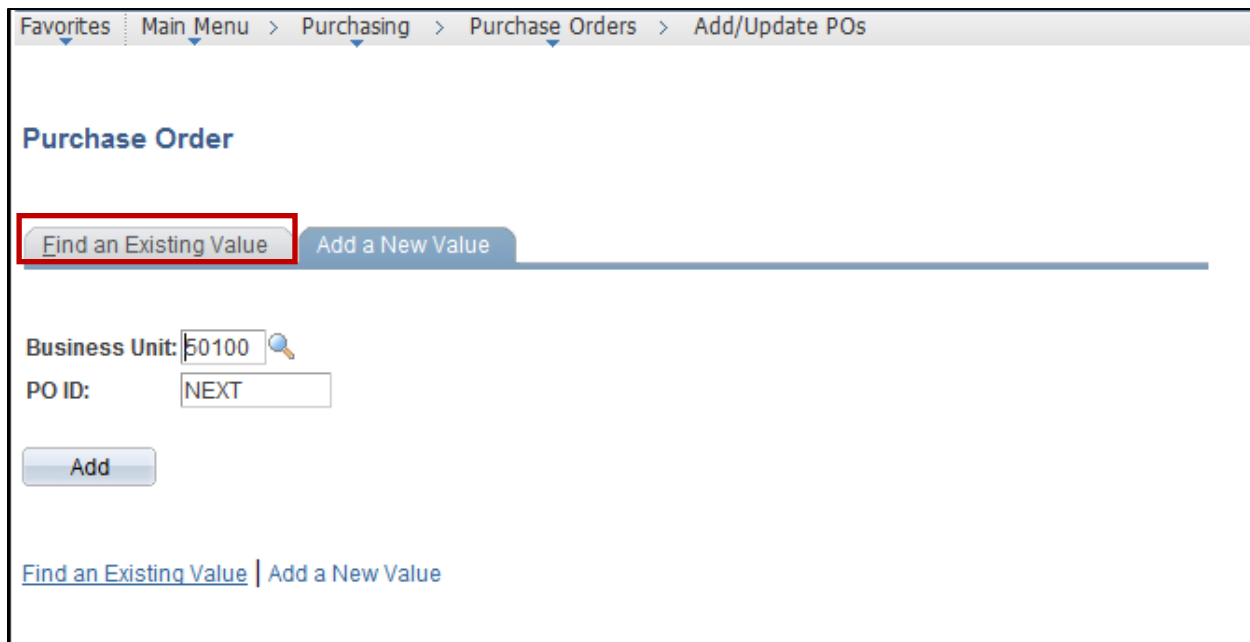
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Updating the PO ChartField Distribution

- 1 To modify the accounting distribution on the remaining, unvouchered PO amount or quantity, you would navigate using the following path:

Main Menu > Purchasing > Purchase Orders > Add/Update POs



- 2 Click on the **Find an Existing Value** tab.

Update ChartFields on Partially Vouchered PO

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Maximum number of rows to return (up to 300):

Business Unit: =

PO ID: begins with

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Purchase Order Reference: begins with

Hold From Further Processing ☐

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 3 Enter the PO number in the **PO ID** field for the PO you wish to update.
- 4 Click on the **Search** button. The **Maintain Purchase Order – Purchase Order** page displays.

Update ChartFields on Partially Vouchered PO

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)
[New Window](#)

Maintain Purchase Order

Purchase Order

Business Unit: 50100
 PO ID: 0001071559
 PO Status: Dispatched ▲ ✖
 Copy From: ☐ Hold From Further Processing [Current Change Reason](#)

Header

*PO Date: 04/18/2013 Vendor Search

Vendor: SUPERIOR P-005 [Vendor Details](#)

*Vendor ID: 0000036233 [Superior Paving Corporation](#)

*Buyer: MIKE.HALL Hall, Mike (VDOT)

PO Reference: PLANT MIX

Web IMS?: ☐

[Header Details](#)
[PO Defaults](#)
[Requisitions](#)
[PO Activities](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: URL

eVA Interfaced: SEVA

eVA Dttm: 04/19/2013 9:00:34AM

[Activity Summary](#)

[Document Status](#)

[Edit Comments](#)

[Add ShipTo Comments](#)

Amount Summary

Merchandise: 904,293.08

Freight/Tax/Misc.: 0.00

Total Amount: 904,293.08 USD

Add Items From

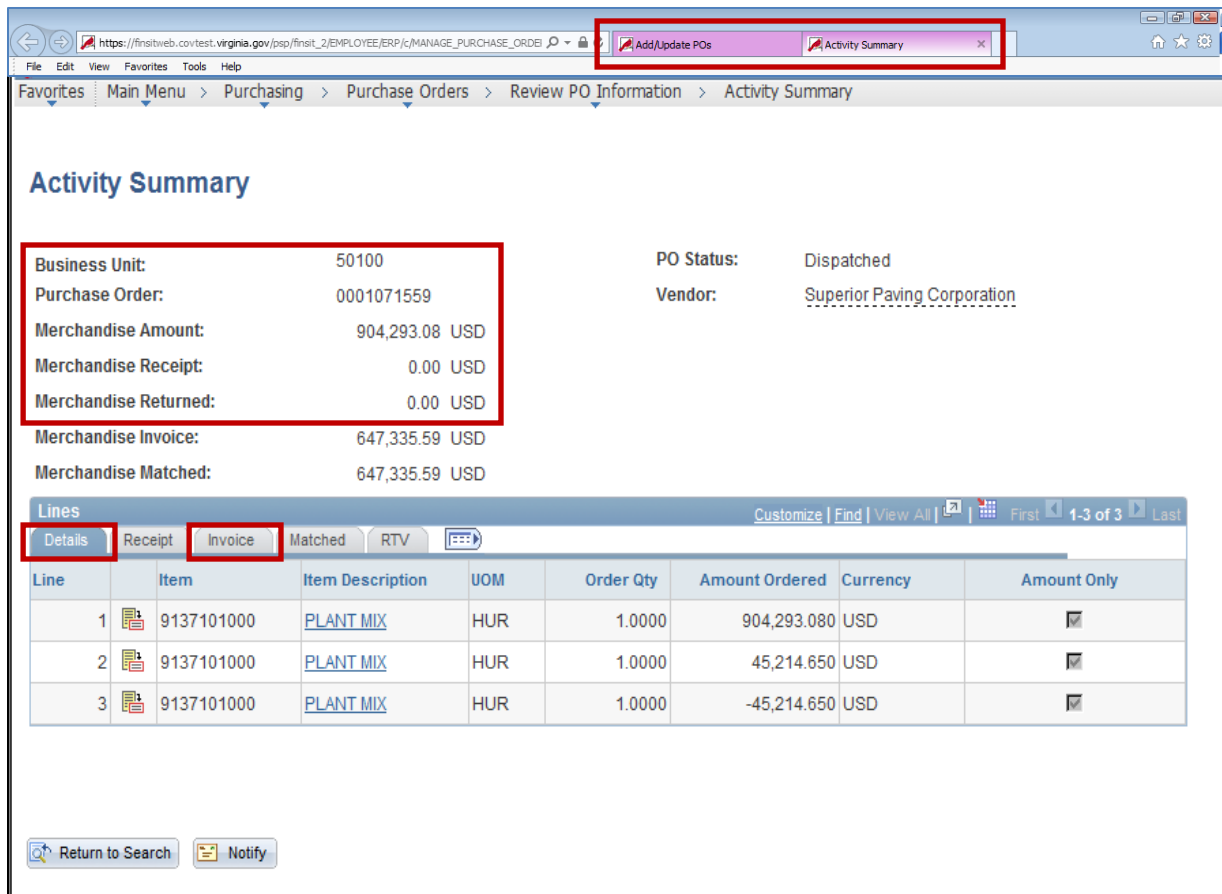
[Purchasing Kit](#) | [Catalog](#) | [Item Search](#)

Select Lines To Display

Line: To:

- 5 Click on the **Activity Summary** hyperlink. The **Activity Summary** page will open in a new internet browser window.

Update ChartFields on Partially Vouchered PO



Activity Summary

Business Unit: 50100
Purchase Order: 0001071559
Merchandise Amount: 904,293.08 USD
Merchandise Receipt: 0.00 USD
Merchandise Returned: 0.00 USD
Merchandise Invoice: 647,335.59 USD
Merchandise Matched: 647,335.59 USD

PO Status: Dispatched
Vendor: Superior Paving Corporation

Lines

Details Receipt Invoice Matched RTV

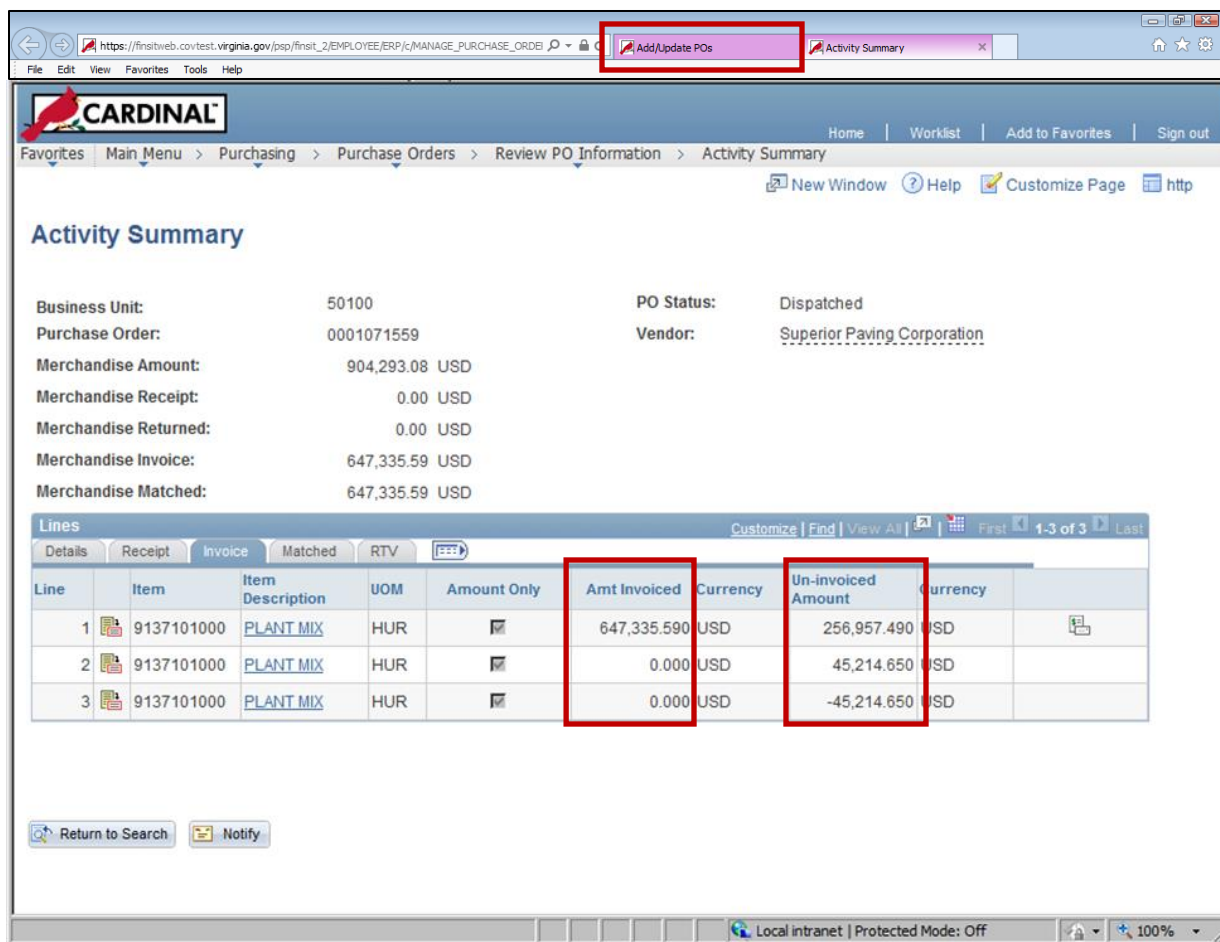
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	9137101000	PLANT MIX	HUR	1.0000	904,293.080	USD	
2	9137101000	PLANT MIX	HUR	1.0000	45,214.650	USD	
3	9137101000	PLANT MIX	HUR	1.0000	-45,214.650	USD	

Return to Search Notify

6 The **Header** displays the **Merchandise Amount**, **Invoice Amount** and **Merchandise Matched** information.

7 Click on the **Invoice** tab.

Update ChartFields on Partially Vouchered PO



Activity Summary

Business Unit: 50100 PO Status: Dispatched
Purchase Order: 0001071559 Vendor: Superior Paving Corporation
Merchandise Amount: 904,293.08 USD
Merchandise Receipt: 0.00 USD
Merchandise Returned: 0.00 USD
Merchandise Invoice: 647,335.59 USD
Merchandise Matched: 647,335.59 USD

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1	9137101000	PLANT MIX	HUR	647,335.590	647,335.590	USD	256,957.490	USD
2	9137101000	PLANT MIX	HUR	0.000	0.000	USD	45,214.650	USD
3	9137101000	PLANT MIX	HUR	0.000	0.000	USD	-45,214.650	USD

Return to Search Notify

- 8 The **Amt Invoiced** and **Un-invoiced Amount** for each line are displayed. Take note of these amounts. This example is for a PO distributed by amount. If your PO is distributed by quantity the same process is followed, except you would take note of the **Quantity Invoiced** and **Un-invoiced Quantity** from the **Activity Summary** page.
- 9 Go back to the **Add/Update POs** page by clicking on the internet browser tab titled **Add/Update POs**.

Update ChartFields on Partially Vouchered PO

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

PO ID: 0001071559

Copy From: [Current Change Reason](#)

Header

*PO Date: 04/18/2013 Vendor: SUPERIOR P-005 [Vendor Details](#)

*Vendor ID: 0000036233 [Superior Paving Corporation](#)

*Buyer: MIKE HALL PO Reference: PLANT MIX

Web IMS?: ☐

[Header Details](#) [Activity Summary](#) [PO Defaults](#) [Document Status](#) [Requisitions](#) [Edit Comments](#) [PO Activities](#) [Add ShipTo Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print

eVA PO Type: R01

eVA Order Method: URL

eVA Interfaced: SEVA

eVA Dttm: 04/19/2013 9:00:34AM

Amount Summary

Merchandise: 904,293.08










Freight/Tax/Misc.: 0.00

Total Amount: 904,293.08 USD

Add Items From: [Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display: Line: To:

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	9137101000	PLANT MIX	1.0000	HUR	9137101	904,293.08000	904,293.08	Open			
2	9137101000	PLANT MIX	1.0000	HUR	9137101	45,214.65000	45,214.65	Open			
3	9137101000	PLANT MIX	1.0000	HUR	9137101	-45,214.65000	-45,214.65	Open			

[View Approvals](#) *Go to:

10 Click on the **Schedule** icon.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order




Schedules

Unit: 50100 Vendor: SUPERIOR P-005 PO Status: Dispatched




PO ID: 0001071559 PO Date: 04/18/2013

[Return to Main Page](#)

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amt	Status			
1	9137101000	PLANT MIX	1.0000	HUR	9137101	904,293.08000	904,293.08 USD	Active			

Schedules

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status			
1	04/18/2013	CNTRL OF1	1.0000	904,293.08000	904,293.08	Active			

[Add ShipTo Comments](#)

11 On the **Schedules** page click on the **Distribution/ChartFields** icon.

Update ChartFields on Partially Vouchered PO

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs New Window

Maintain Purchase Order

Distributions for Schedule 1

Unit: 50100 Vendor: SUPERIOR P-005
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Schedule Qty: 1.0000
 Merchandise Amount: 904,293.08 USD
 Doc. Base Amount: 904,293.08 USD

SpeedChart: [Multi-SpeedCharts](#)

Distribution Customize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses							
Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center
1	Open	100.0000	904,293.08	USD	50100		5012550	04100	604002	18002	

OK Cancel Refresh

12 On the **Distributions for Schedule X** page the **Distribute By** value is noted. In the example the PO is distributed by **Amount**.

13 The accounting distribution line(s) is displayed.

14 Scroll to the far right.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs New Window

Maintain Purchase Order


Distributions for Schedule 1

Unit: 50100 Vendor: SUPERIOR P-005
 PO ID: 0001071559 Item: 9137101000 [PLANT MIX](#)
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Schedule Qty: 1.0000
 Merchandise Amount: 904,293.08 USD
 Doc. Base Amount: 904,293.08 USD

SpeedChart: [Multi-SpeedCharts](#)

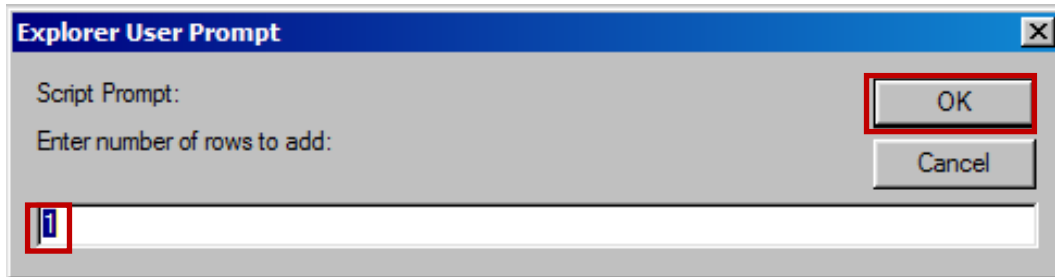
Distribution Customize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses							
Dist	Status	Percent	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate		
1	Open	100.0000	0000103219	731							

OK Cancel Refresh

15 Click the **+** icon to add another accounting distribution line.

Update ChartFields on Partially Vouchered PO



Explorer User Prompt

Script Prompt:

Enter number of rows to add:

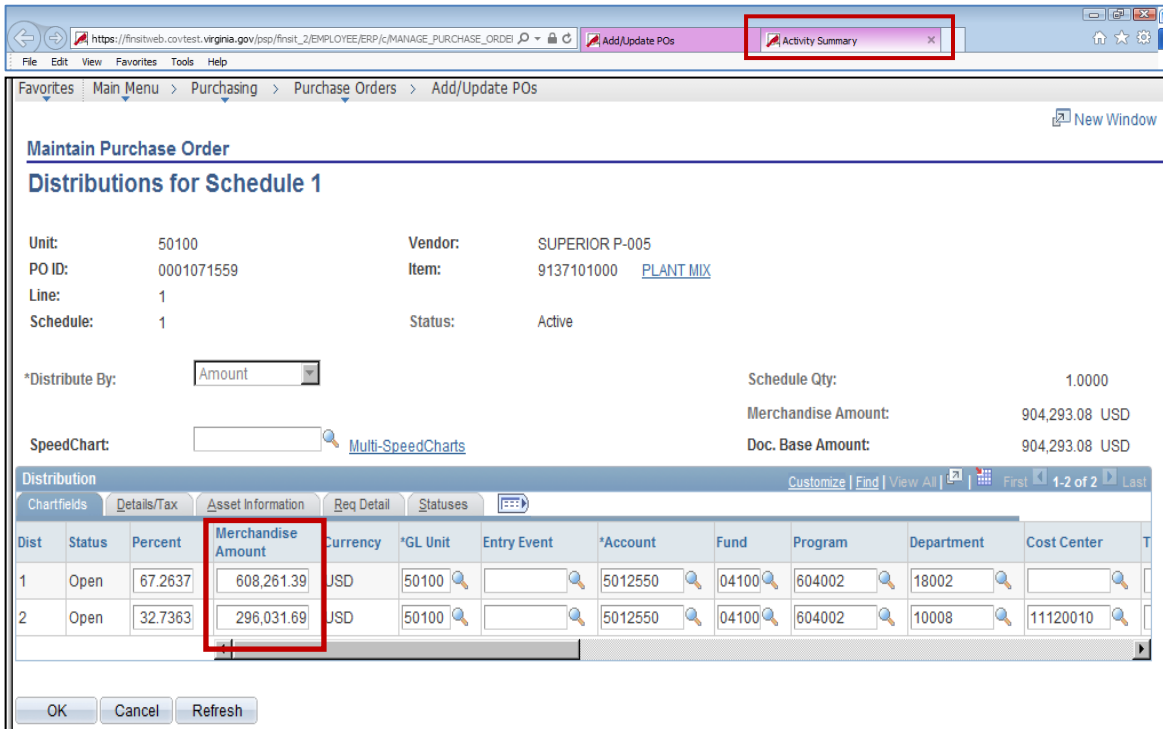
1

OK

Cancel

16 The **Explorer User Prompt** pop-up box displays. The number of rows to add defaults to **1**. If you need to add more than one line you may update the value.

17 Click the **OK** button.



https://fnisatweb.covtest.virginia.gov/pspp/fnisat_2/EMPLOYEE/ERP/cj/MANAGE_PURCHASE_ORDER... Add/Update POs Activity Summary

Favorites Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

Distributions for Schedule 1

Unit: 50100 Vendor: SUPERIOR P-005
 PO ID: 0001071559 Item: 9137101000 PLANT MIX
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Amount Schedule Qty: 1.0000
 Merchandise Amount: 904,293.08 USD
 Doc. Base Amount: 904,293.08 USD

SpeedChart: Multi-SpeedCharts

Distribution

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center
1	Open	67.2637	608,261.39	USD	50100		5012550	04100	604002	18002	
2	Open	32.7363	296,031.69	USD	50100		5012550	04100	604002	10008	11120010

OK Cancel Refresh

18 The original distribution line(s) and new distributions line(s) are visible and available for edit. Change the **Merchandise Amount** on **Dist 1** to the **Amt Invoiced** from the **Activity Summary** page on the other internet browser tab.

19 Insert the **Un-invoiced Amount**, from the **Activity Summary** on the other internet browser tab, into the **Merchandise Amount** field on **Dist 2**.

20 Insert a valid accounting distribution (chart of account values) into **Dist 2**.

21 Click the **OK** button.

Update ChartFields on Partially Vouchered PO

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs New Window

Maintain Purchase Order

Schedules

Unit: 50100 Vendor: SUPERIOR P-005 PO Status: Dispatched
 PO ID: 0001071559 PO Date: 04/18/2013

[Return to Main Page](#)

Lines Find | View All | First 1 of 3 | Last

Line: 1 Item: 9137101000 [PLANT MIX](#) PO Qty: 1.0000 HUR Merchandise Amt: 904,293.08 USD

Schedules Customize | Find | View All | First 1 of 1 | Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	04/18/2013	CNTRL OF1	1.0000	904,293.08000	904,293.08	Active

[Add ShipTo Comments](#)

22 The **Maintain Purchase Order - Schedules** page displays.

23 Click the **Save** button. The accounting distribution updates have been saved.